

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AF INSTRUCTION 32-4002

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

18 DECEMBER 2002

Civil Engineering

**HAZARDOUS MATERIAL EMERGENCY
PLANNING AND RESPONSE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 32-4002, 1 December 1997, is supplemented as follows:

This publication does not apply to the Air National Guard or the Air Force Reserve Command. Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4)

5.1.1. Any spill or release that must be reported to an outside regulatory agency will be immediately reported by telephone to HQ AETC/CEVQ. An after-action report, describing the spill or release, response actions, and proposed or actual final cleanup, will be sent to HQ AETC/CEVQ by e-mail or fax no later than 3 workdays after the spill or release. See Attachment 4 (Added)(AETC) for a sample format of the report.

DAVID F. BIRD, JR., Colonel, USAF
The Civil Engineer

1 Attachment (Added)(AETC)

4. Sample Format—AETC Spill or Release After-Action Report

Attachment 4 (Added)(AETC)**SAMPLE FORMAT—AETC SPILL OR RELEASE AFTER-ACTION REPORT**

1. Installation:
2. Name and telephone number of installation point of contact (POC):
3. Location, date, and time of spill or release incident:
4. Time of first official notification to National Response Center (NCR) and others (publicly owned treatment works [POTW], regional and state officials, etc.), as applicable:

NRC (1-800-424-8802):

POTW:

State:

Other:

HQ AETC/CEVQ:

5. Description of incident (what was spilled or released, the amount, what organization is responsible, the direct cause(s), impact or damage, etc.):

6. Cleanup and remedial actions taken (including who will pay for the cleanup):